

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										1. Agency Position No.			
3. Service				4. Employing Office Location				5. Duty Station				6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code					
14. Agency Use CNIC										15. Classified/Graded by			
15. Classified/Graded by										Official Title of Position			
15. Classified/Graded by										Pay Plan			
15. Classified/Graded by										Occupational Code			
15. Classified/Graded by										Grade			
15. Classified/Graded by										Initials			
15. Classified/Graded by										Date			
15. Classified/Graded by										16. Organizational Title of Position (if different from official title)			
15. Classified/Graded by										17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment										c. Third Subdivision			
a. First Subdivision										d. Fourth Subdivision			
b. Second Subdivision										e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature										Date			
Signature										Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action										FWS JGS For Waiter 7420, TS-32 Aug 74			
s. J. NEW										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Principal Classifier													
Signature										Date			
23. Position Review										12-31-01			
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities (See Attached)													

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Waiter/Waitress **POSITION NUMBER** 01-052A

JOB SERIES: 7420 **PAY LEVEL:** NA-1

Summary of Duties: Performs "behind-the-scene" food and beverage service functions, together with related housekeeping activities such as the following: Secures clean linen and appropriate glassware and silverware, depending on the particular menu, food, and beverages to be served or on direction of supervisor. Readies assigned groups of tables for food and beverages, ensuring dishes, glasses, and silverware meet required cleanliness standards and linens and condiment containers are spotless. Prepares side tables with glasses, stirrers, napkins, silverware, ice, and other extras that may be required during the meal or when beverages are served. Supplies back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Refills food and beverage containers and performs emergency cleanup services. Cleans tables and prepares them for new guests. May mop, wax, and buff floor in assigned area. May perform other related cleaning duties such as washing dining area, bar, and lounge windows and cleaning entryway.

Performs other related duties as assigned.

Skills and Knowledge: Knowledge of proper food handling and sanitation techniques. Knowledge of proper table setting techniques. Ability to follow oral instructions; performs routine manual tasks involving few steps. Must have and understanding of personal hygiene standards.

Responsibility: Assigned to work stations by the supervisor and given specific and detailed instructions.

Responsible for complying with standard methods and procedures such as conduct, etiquette, dress code, and table setting techniques.

Physical Effort: Work requires prolonged standing, walking, reaching, and light lifting. Objects handled and carried seldom weigh in excess of 10 lbs.

Working Conditions: Work is normally performed inside with adequate lighting and heat. Exposed to the possibility of minor cuts, bruises, and slippery floors when in the kitchen area.